

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503

USAFACFS Regulation
No. 40-403

17 March 1983

Medical Services
TROOP MEDICAL SERVICE

Further supplementation by subordinate commanders is prohibited.
unless specifically approved by Headquarters, USAFACFS.

1. PURPOSE. This regulation establishes areas of responsibility for installation MEDDAC record accountability and control.

2. RESPONSIBILITIES.

a. MEDDAC will be custodians of health records for the maintenance, control, and security of medical records.

b. Units will perform a monthly inventory of medical records of all assigned/attached personnel at the servicing TMC.

c. AG COMPACT will -

(1) Provide the central processing center procedures for the collection and distribution of medical records to appropriate servicing TMCs for all incoming personnel.

(2) Insure outgoing personnel health records accompany the individual and/or disposition is made of the records in accordance with applicable regulations.

3. INVENTORIES.

a. Each unit will establish an inventory team responsible for conducting a monthly inventory of medical records at the units servicing TMC. Each team should be composed of a minimum of two responsible individuals (preferably unit medical personnel, if assigned). Inventories will be performed in the afternoons during normal duty hours, Monday through Friday.

b. MEDDAC Clinic NCOIC is point of contact, and will exercise overall supervision of the inventory.

c. Minimum acceptable inventory standards are outlined in the appendix to this regulation.

4. RECORD ACCOUNTABILITY. MEDDAC/DENTAC will serve as custodians of health/dental records.

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a. Inprocessing. Newly assigned personnel to Fort Sill will report to Building 3164, Central Processing Center. At the time of inprocessing, SM's unit of assignment or change of unit during inprocessing will be designated so that disposition of medical/dental records can be made to the appropriate servicing TMC/Dental Clinic. Any change in unit of assignment subsequent to above procedures will be considered as an intrapost transfer. COMPACT will provide MEDDAC and DENTAC a copy of orders designating reassignment. In turn, the MEDDAC/DENTAC will transfer those orders to the losing TMC/Dental Clinic. The losing clinic will transfer the individual's health record to the gaining clinic with an indicator card attached to the health records. In addition, the clinic number designation of the individual will be changed on the folders of both the Health and Dental records.

b. Outprocessing.

(1) Within 10 days of PCS/ETS, AG will provide MEDDAC/DENTAC with a listing by name and unit of all personnel losses.

(2) Upon receipt of this list, the TMC/Dental Clinic will retrieve corresponding records and consolidate for the AG courier.

(3) The medical records section at Central Processing will be responsible for validating clearance forms and providing the individual soldiers with Health/Dental records for proper disposition.

5. REFERENCE. AR 40-66 and Change 2, dated, 1 Nov 82.

APPENDIX

INVENTORY PROCEDURES

1. Personnel assigned to conduct the monthly inventory will report to the NCOIC of the Medical Clinic during the early afternoon hours, between the 15th and the 25th of the month. The clinic NCOIC will brief the inventory personnel on the purpose, scope, and coordinating instruction pertinent to the inventory in the present situation.
2. The NCOIC will brief inventory personnel by reviewing the letter of instruction posted in the TMC.
3. A physical inventory of the medical record folders will be completed by name verification against the names listed on the current unit/class Terminal Digit Roster provided by the TMC. Prior to the inventory, rosters will be annotated by the unit to reflect recent losses and gains. Records not physically on hand (in file) will be accounted for by the sign-out card log, the out card file, and/or treatment in process register/files.
4. Individual medical records of personnel not assigned to the unit/class will be withdrawn and turned in to the Clinic NCOIC. Clinic personnel will refile the purged records using the current installation Terminal Digit Roster if the individual's unit is supported by the clinic, or forward the records to the appropriate supporting clinic, and make disposition of excess records in compliance with current regulations, through the Central Outpatient Records Section.
5. A hand printed report, in triplicate (FSMEDDAC Form OPL 5) listing rank, name and SSAN of those records not accounted for by the inventory will be provided to the Clinic NCOIC by the Inventory Team, prior to leaving the TMC. (Exempt under paragraph 5-2b, AR 335-15).
 - a. The NCOIC will give a copy to the Inventory Team.
 - b. Send one copy through distribution to the Unit Commander for information and action as deemed necessary.
 - c. The third copy will be retained and corrected by clinic personnel as records are located by refiling other purged records, receipts, or records from other TMCs and other sources of relocated records, to include further internal checking to insure the missing records are not within the clinics or other administrative areas of the hospital.
6. Additionally, the Inventory Team will be given a FSMEDDAC Form 29 for each missing record. The form is to be completed by the service member whose record is missing and returned to the TMC within 5 working days of the inventory.
7. By the 10th day of the month following the inventory the TMC will forward to the Unit Commander an annotated copy of the inventory report. Personnel whose names still appear on the list will be required to report ASAP to their servicing TMC to initiate a new record. Within 2 days of receipt of the annotated inventory report, the unit will schedule such personnel for physical exams.

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8. Unit Commanders will emphasize to members of their command the importance of availability of health records when future treatment is required and insure that records are not being retained by the individuals.

9. Monthly, the MEDDAC will provide the Chief of Staff, Fort Sill with a report indicating which units are not complying with the requirements to inventory. (Exempt under paragraph 5-2b, AR 335-15).

(HSUA-AR)

FOR THE COMMANDER:

OFFICIAL:

GERALD P. STADLER
Colonel, GS
Chief of Staff


EMMETT O. ALBRIGHT
Asst AG

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